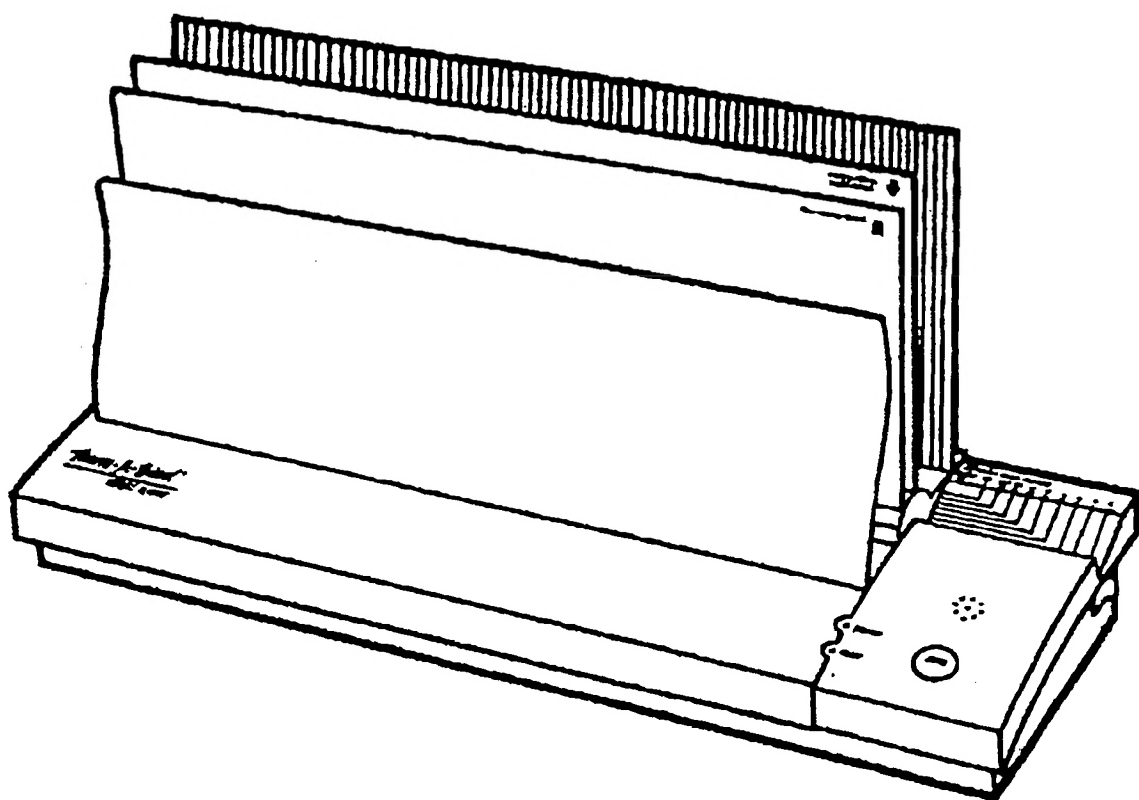


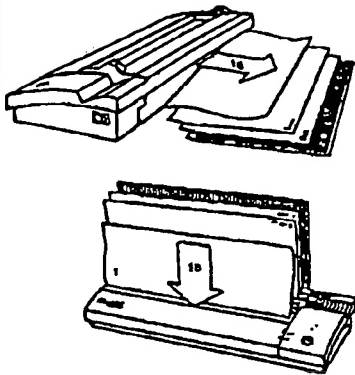
250T THERM-A-BIND

Operating Instructions



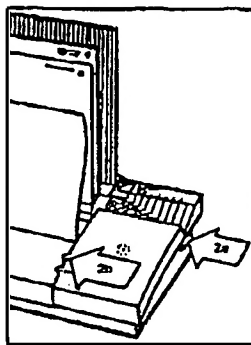
GBC[®] General Binding Corporation

250T

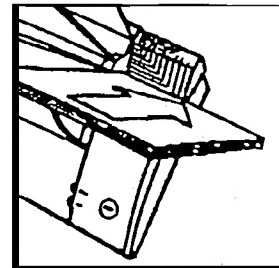


250T SET-UP

- 1a. Remove 4 book supports from storage compartment.
- 1b. Insert support #1 firmly in front slot. Firmly insert remaining supports in consecutive numerical order.



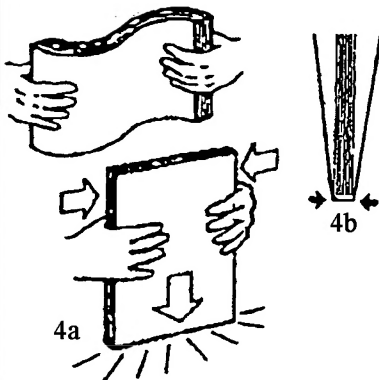
- 2a. Plug in and switch on 250T. The yellow wait light will illuminate.
- 2b. In about 4 minutes a "beep" will sound and the green light will illuminate. At this time the 250T is ready for binding.



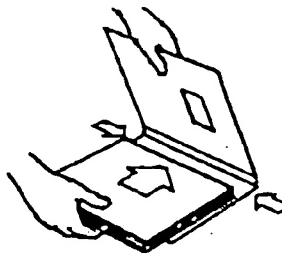
BOOK PREPARATION

3. Firmly hold sheets to be bound and place binding edge on lined surface. The first horizontal line above the paper will indicate the cover size to use.

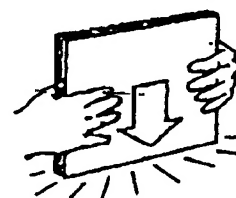
250T



- 4a. Fan and jog paper to insure that all edges are even.
- 4b. Before inserting pages into binder, square the spine along the 2 inside score lines.

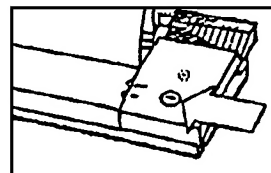
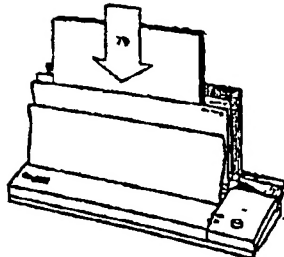
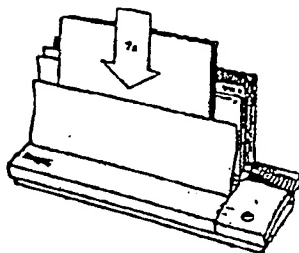


5. Holding sheets firmly, insert fully into cover until they are all directly and evenly seated against the spine adhesive.



6. Holding the book loosely, firmly tap spine two or three times against hard surface. This will ensure that all sheets are in contact with spine adhesive.

250T



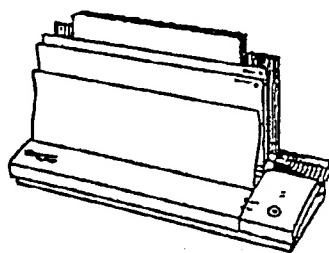
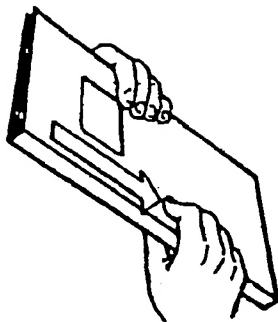
250T OPERATION

7a. For Therm-A-Bind Covers
Insert one or several books
(total thickness less than 25mm
or 1 inch) into front "Therm-
A-Bind" slot. Be sure entire
spine is in complete contact with
heat surface.

7b. For Copy-Bind Covers
Insert only one book into
"Copy-Bind" slot. Be sure
entire spine is resting all the
way into grooved heat surface.

8. Depress "Bind" button.
Yellow "Wait" light will
illuminate. After 40 seconds
a "BEEP" will sound and the
green "ready" light will illuminate.
Immediately remove book(s) from
250T.

250T



9. Hold the finished book with
one hand, with other hand
pinch one end of binding edge
and run fingers along binding
edge to ensure that sheets are
securely bound. CAUTION: Binding
edge will be warm to the touch.

10. Place the finished book(s) into
the rear "cooling" slot. Allow 5
minutes for proper cooling.

11. You may continue to bind
additional books during the cooling
period. Switch off the 250T when you
have finished binding all your books.